

[Date]

[Appellant Name]

[Address]

[City, State, Zip Code]

Re: Notice of Decision - Parking Appeal [Citation Number]

Dear [Appellant Name],

We have reviewed your appeal regarding the parking citation issued on [Date of Violation] for a fire lane violation involving vehicle [License Plate Number].

After careful consideration of the evidence provided and a review of the parking enforcement records, your appeal has been **DENIED** for the following reasons:

- Fire lanes must remain clear at all times to ensure emergency vehicle access.
- The vehicle was documented as parked or standing in a clearly marked fire zone.
- [Additional Reason: e.g., Signage was visible / Driver remained in the vehicle / Hazard lights do not permit parking in fire lanes].

The original fine amount of \$[Amount] is now due. To avoid further penalties or late fees, please submit payment by [Due Date].

Payment can be made via the following methods:

- Online: [Website URL]
- By Mail: [Mailing Address]
- In Person: [Office Address]

This decision is final. If you have questions regarding payment procedures, please contact our office at [Phone Number].

Sincerely,

[Name/Signature]

[Title]

[Department Name]